

Student Loan Repayment Program Plan for the Johnson Space Center

- I. Purpose: To establish the implementation plan for the Student Loan Repayment Program at the Johnson Space Center (JSC). This plan will be administered in accordance with 5 U.S.C. 5379, 5 CFR Part 537, and the Agency implementing policy.
- II. Effective Date: December 17, 2001.
- III. Authority to Approve Loan Repayments: Authority to approve student loan repayments is delegated to the Human Resources Officer and his/her designee(s). The NASA Administrator must approve student loan repayments for Senior Executive Service, Senior Scientific and Technical, and NASA Excepted employees.
- IV. Coverage: This Plan applies to eligible permanent or term employees in the excepted or competitive service. The Student Loan Repayment Program cannot be used to recruit an individual from another Federal agency.
- V. Amount of Loan Repayment: Loan repayments may not exceed \$6,000 per year up to \$40,000. Specific loan payment amounts will be based on the criticality of the skills needed for the position, the specialized education or skills the individual possesses, and the amount required to secure the employment of an individual who possesses the required critical or shortage skills.
- VI. Procedures for Making Loan Repayments: Loan Repayments will be made in accordance with regulatory requirements and the Student Loan Repayment Service Agreement. The Student Loan Repayment Program can be used in conjunction with other recruitment and retention tools. Tax withholdings must be deducted or applied at the time any loan repayment is made.
- VII. Program Participation: Directors, Program Managers, and Chiefs of Center Staff Offices may recommend candidates for participation in the program and provide justifications. The JSC Human Resources Office will be responsible for making all selection determinations. Normally, student loan repayments will only be used as a recruitment incentive for eligible, highly-qualified individuals—not current JSC employees. In addition, the use of the Student Loan Repayment Program will normally be restricted to special circumstances such as the following: as a tool necessary to compete more effectively in a competitive job market, to secure the employment of individuals who possess critical or shortage skills, and to recruit individuals who meet specific educational requirements (e.g., Physicians or Lawyers).
- VIII. Service Agreement: Any employee receiving a student loan repayment must sign a minimum 3-year service agreement. This service agreement will commence on the date JSC makes the first student loan repayment and will be extended 1 year for each additional year that the employee receives a loan repayment.
- IX. Recovery and Waivers of Reimbursement: Individuals who receive student loan repayments must comply with the provisions contained in the service agreement or reimburse JSC for any and all loan repayments that are made, unless the service or reimbursement obligations are waived by JSC. The Human Resources Officer has authority to approve waivers of service and reimbursement obligations.

- X. Establishing and Retaining Files for Recordkeeping: The JSC Human Resources Office will maintain records containing the Student Loan Repayment Service Agreements and will maintain a database that includes the number of employees selected to receive student loan repayments, their job classifications and grades, and the amounts paid for student loans.
- XI. Reporting Requirements: The JSC Human Resources Office will submit reports on the operation of the program as may be required by NASA Headquarters or other appropriate authorities.
- XII. Evaluation of Program: The operation of this program at JSC will be periodically assessed to assure overall effectiveness and regulatory compliance.